

# Memorandum

To: Regulation Coordinator  
Board/Bureau/Program

Date:

From: **Department of Consumer Affairs**  
**Legal Office**

Telephone: (916) 574-8220  
FAX: (916) 574-8623

Subject: **Regulations -**

Attached are the Notice of Proposed Regulations and the Specific Language for the above-mentioned regulatory proposal. You need to prepare the Initial Statement of Reasons requested by your agency.

## **Notice of Proposed Changes**

The Notice must be published in the California Administrative Notice Register at least 45 days before the hearing date. In order to meet these deadlines, this Notice must be filed with the Office of Administrative Law (OAL), 300 Capitol Mall, Suite 1250, Sacramento, California, no later than the date specified in the attached schedule (see Exhibit 4).

In order to file the Notice with OAL, submit four copies of the Notice, two copies of the Notice Face Sheet (STD. 400), one copy of the exact language of the proposed change, one copy of the Initial Statement of Reasons, and one copy of the Fiscal Impact Statement (STD. 399). In addition, please bring your original and an extra copy of the Notice Package and have OAL conform these copies for you. (A "conformed copy" is a copy which is stamped as received by the office at which it is filed.) The originals of the documents should be retained in your rulemaking file.

Upon receipt, send one conformed copy to this office for our files. This copy is necessary in order for us to prepare or review the final Order of Adoption. The other conformed copy should be retained in your rulemaking file.

### **Distribution of Notice**

Finally, the Notice must be sent, **not less than** 45 days prior to the hearing, to the Director, to every person and organization who is on your mailing list for notice of regulatory changes, and to a representative number of small businesses or their representatives which have been identified as being affected by the proposed action.

### **Specific Language**

The specific language of the proposed regulations must be filed with OAL. The original of the specific language should be kept in your rulemaking file. A copy of the specific language must be sent to any person who requests it or it may be sent with the Notice as indicated above.

### **Initial Statement of Reasons**

The original of the Initial Statement of Reasons (ISR) should be kept in your rulemaking file. A copy of the ISR must be sent to any person who requests it. The ISR should be updated as necessary with a memo to the rulemaking file, and a copy sent to this office should any further information be obtained relative to the purpose for the adoption of the proposed regulations.

### **Fiscal Review**

Also enclosed are Fiscal Impact Statement form (STD 399) and the Request for Approval of Regulations form. You need to complete these forms as soon as possible. Please send us the originals and three copies of the STD. 399 and the Request for Approval of Regulations plus **four** copies each of the Notice, the Language and the ISR.

You will need to submit a signed STD. 399 when you file your Notice with OAL.

If you have any questions concerning the foregoing, please contact us.

Attorney

Attachments